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| Job Number | FY04-0019 | PayPlan/Series | 0525 |
| Position Title | Accounting Technician - Analyst | Grade | NF-3 |
| Organization | 266th Finance Directorate | Salary | \$29,473 - \$38,311 per annum. |
| Duty Station | Accounting Section, 266 FC, Bldg. 4242 Tompkins Barracks Schwetzingen, Germany | Opening Date | 17 FEB 04 |
| | | Closing Date | 23 FEB 04 |
| Area of Consideration | <p><i>All US Citizens in or relocating to the commuting area.</i></p> <p>Qualified applicants will be considered for vacancies in the following order:</p> <ol style="list-style-type: none"> 1. Spouse Employment Preference (SEP) – must attach a copy of sponsor's travel orders to your application. 2. Involuntary Separated Military (ISM) 3. Family Members (FM)- must attach a copy of sponsor's travel orders to your application. 4. Current and former employees (CNE, CNE/APF, FNE)- former NAF employees are within 36 months of separation. 5. Outside applicant veteran (OAV)-must provide DD Form 214. 6. Outside applicant non-veteran (OANV) | | |
| Duties | <p>Responsible for the analysis, reconciliation and recapitulation of a full range of general ledger accounts under an automated double-entry accrual accounting system. Prepares and analyzes financial statements, reports and schedules. Meets with activity managers to review financial data, to assist in interpretation of financial statements, and to resolve discrepancies to ensure reporting accuracy. Performs periodic review and analysis to ensure integrity of the overall general ledger controls and the accuracy of the ledger balances and reports. Recommends changes to better the accounting/reporting system. May perform bank account reconciliations or other duties as assigned.</p> | | |
| Qualification Requirements | <p>External applicants must have 2 years of double-entry accounting experience equivalent to the next lower level (NF-525-3 or GS-525-6). Education may substitute for experience. Three semester hours of college-level Accounting from an accredited institution are equivalent to 1 year of accounting experience. Six semester hours of college-level Accounting from an accredited institution are equivalent to 2 years of accounting experience. (Principles of Accounting I or above.) Internal applicants from the 266th FINCOM NAF Directorate that have been in their current position for 6 consecutive months will be considered to have special internal experience. This special internal experience substitutes for 1 year of accounting experience. Must be able to communicate thoughts clearly, both orally and in writing. Must be proficient in the use of MS Word and MS Excel.</p> | | |
| Schedule | Regular Full-Time Hours, Monday – Friday (40 hours per week) | | |
| Conditions of Employment | <p>All applicants should submit NAF Application and supplemental forms. Current NAF Employees not serviced by the 26th ASG NAF Personnel Office are required to include their most recent Performance Appraisal. Please include copies of post-high school transcripts, college degrees, trade school certificates, training certificates, or professional accreditation, as proper credit cannot be given without them. Former military must include a copy of DD Form 214 showing nature of discharge (Member 4 copy). Military spouse/family member preference (for positions at the NF-3 level and below): in order to claim this preference you must request it in writing and attach a copy of sponsors travel orders to your application. If you accept a regular position from the Appropriated Fund (GS/WAG), the Nonappropriated Fund (NF,NA, NL, NS) or AAFES you have effectively used your spouse preference. This is true even if you did not request the preference at the time you applied. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSAs where required, etc.) are considered a declination of employment and are a basis for termination of SEP entitlement for the current PCS of the sponsor.</p> | | |
| Special info | All new U.S. employees will be required to have electronic deposit of pay to a financial institution. | | |

RELEASING
AUTHORITY:

M. CHRIS MOONEY, Director, NAF Directorate

SELECTING OFFICIAL: BARBARA J. COTTON, BRANCH CHIEF